

PART II	DEPARTMENT OF PERSONNEL SERVICES	3.482
	STATE OF HAWAII	3.483
		3.484

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Minimum Qualification Specifications
for the Classes:

EDUCATIONAL ASSISTANT I, II, AND III

Basic Education/Experience Requirement:

Graduation from high school, with satisfactory completion of courses demonstrating knowledge of English grammar, spelling, punctuation, and basic arithmetic.

Experience which demonstrated knowledge of correct English grammar and usage and basic arithmetic; the ability to read, comprehend, and apply written instructions; and a high degree of verbal skill may be substituted for the required education. This experience may have been met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis.

Experience Requirement:

Except for the substitutions provided for in this specification, applicants must have had experience of the kind and quality described below and in the amounts shown in the table below:

Class Title	General Experience (years)*	Specialized Experience (years)*
Educational Assistant I	0	0
Educational Assistant II	1	0
Educational Assistant III	1	1

General Experience: Experience which involved direct interaction with people and which demonstrated the ability to provide and elicit information and to observe, evaluate and take action or report accurately on different situations.

In addition, either concurrently or separately, there must be evidence of demonstrated ability to organize materials, maintain records, and write descriptions, consisting of a few sentences, of occurrences or observations. There must also be a demonstrated awareness of basic educational programs, goals,

functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.

Specialized Experience: Work experience involving direct contact with students and which included student management (in directing activities, ensuring order, etc.). The experience must have provided familiarity with common academic, social, behavioral, and developmental problems of students, and the opportunity to observe the resolution of these problems by professional staff, or participate in problem resolution under direction of professional staff. The experience must also have involved using a variety of instructional materials, techniques, and equipment, and performance of specific instructional, counseling, or guidance tasks and testing routines.

This type of work experience is generally gained in an educational setting by positions providing a variety of supportive services to professional personnel directly engaged in the academic, personal, social, and/or vocational development of students.

* One (1) year of General or Specialized Experience is defined as a school year approximately 180 "teacher duty" days or approximately 38 weeks per year.

Substitutions Allowed:

Substitution of Education for Experience:

1. Possession of a Certificate of Completion in Child Services or related program from an accredited community college may be substituted for one-half (1/2) year of General Experience.

2. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which did not include the completion of a practicum which involved instruction-related activities may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience.

3. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which included the completion of practicum which involved instruction-related activities may be substituted for General and/or Specialized Experience on the

basis of fifteen (15) semester credits for one-half (1/2) year of experience.

4. Possession of an Associate in Science degree in a field such as Teacher Aide, Educational Assistant, Early Childhood Education or equivalent from an accredited community college which included successful completion of a practicum which involved instruction-related activities may be substituted for all of the General and all of the Specialized Experience requirements.

5. Successful completion of coursework in a curriculum leading to a bachelor's degree from an accredited four (4) year college or university may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience provided that there is also a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.

6. Possession of a bachelor's degree in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and Specialized Experience requirements.

7. Possession of a Professional Diploma in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and Specialized Experience requirements.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope, responsibility and pertinency as to conclusively demonstrate that (s)he has the ability to perform the duties for which (s)he is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new classes EDUCATIONAL ASSISTANT I, II, and III.

DATE APPROVED: 11/19/91

/S/ Diana H. Kaapu
SHARON Y. MIYASHIRO
Director of Personnel Services